

Post-School Survey

An Instruction Manual for Completing the Post-School Survey



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Introduction

In accordance with the Individuals with Disabilities Education Act (IDEA), several indicators have been established by the Office of Special Education Programs (OSEP). States are required to report on these indicators each year in their Annual Performance Reports.

Purpose of Post-School Survey

The post-school survey provides data for OSEP's **Indicator 14: *Percent of youth who had IEPs, are no longer in secondary school and who have been competitively employed, enrolled in some type of postsecondary school, or both, within one year of leaving high school. [20 U.S.C. 1416(a)(3)(B)].***

The Office of Public Instruction (OPI) is committed to limiting the scope of the survey to the minimum required to meet the federal reporting requirements.

In addition to the federal reporting requirement, these data will be analyzed by the state and used for planning purposes. It will also be provided to individual schools for the same purpose.

Completing the Survey

Completion of the post-school survey weighs directly on the district meeting the timely and accurate data submission requirements that impact the State Special Education District Levels of Determination and correspondingly impacts the State's Level of Determination issued by the Department of Education. We are required to account for all timely and accurate data submissions in our State Performance Plan and Annual Performance Report to OSEP on the required Indicators. *Part B funds may be used for this activity.*

Who Must Complete Survey

This survey must be completed for all high school students with disabilities reported as leaving school at the end of the previous school year by means of dropping out¹, graduating with a regular diploma, receiving a certificate, or reaching maximum age for receipt of special education services, as established by the district.

Important Note for Correctional Facilities

Because Montana's state law prohibits tracking youth after they have exited a correctional facility, these facilities are exempt from surveying these students.

How is the Survey Conducted

School districts will be provided a list of all their exiting students, as reported to the OPI on June 30 of the previous year, with instructions to conduct a follow-up survey with these students between April and September of the current year. Districts have found that phone contacts to the student and or parent provided the best results. You may choose, however, to mail surveys or use other survey methods. It may take repeated attempts to contact a former student or

¹Drop Outs - Those students who were enrolled in high school at the start of the reporting period, but were not enrolled at the end of the reporting period, and did not exit through any of the other bases described above. This includes runaways, GED recipients, expulsions, status unknown, and students who moved and are known not to be continuing in another educational program.

person who can provide information to complete the survey. Please make your best effort to contact every student if possible.

Completion of this survey data directly impacts the level of determination designation for the district as part of providing timely and accurate data.

Reporting Period

The survey is open from April through September to survey students that exited the previous school year. For example, the survey will be open from April 2009 through September 2009 to survey students that were reported on the Exiting Report as of June 30, 2008.

Steps for Completing the Survey

Accessing the Web-based Survey

<http://data.opi.mt.gov/PostSchoolSurvey/frmDefault.aspx>

Log-Ins and Passwords

Log in using the User Name and Password mailed to the superintendent or special education cooperative director by the OPI. The same User Name and Password are used to access a number of electronic applications through the OPI information reporting system, including the Special Education Data Collection, Annual Data Collection, MAEFAIRS, and School Discipline Data Collection. The User Names are the district/cooperative legal entity number or the school code for a school - these never change. However, the passwords (combination of random numbers and case-sensitive letters) are reassigned each year and the last two letters of the password change every two months throughout the year to reflect the first letters of the two months the password is active

If Special Education Cooperative personnel are completing surveys for multiple high schools, they will need to obtain each separate high school's username and password. (Passwords are case-sensitive and must be typed exactly.)

Passwords are changed periodically, so be sure the current password is being used. If you encounter problems logging in, check with your superintendent or director to be sure you have the correct password.

If you have questions, please call the OPI Help Desk at 406-444-3448.

Who Must Be Contacted

Once you obtain access to the application, it will be pre-populated with the students' exiting information that was submitted last June. An attempt must be made to contact each student listed. ***A survey must be submitted for each student whether contact has been made or not*** and options are included under "Contact Results" for students that cannot be reached. This includes students who have returned to secondary school or who are deceased. If a student is reported as exiting special education in error, please contact Dick Trerise at dttrise@mt.gov or (406) 444-1579 so that OPI may correct the problem.

Instructions

Upon accessing the application, you will need to select the survey tab. If you have logged in as a school, your list of exited students will appear. If you have logged in as a district, you will need to select a specific school that you will work on. The screen will then take a moment to refresh and your list of exited students will appear.

There are up to ten students listed per page, so if a school has more than ten students, you may need to click on the page numbers at the bottom of the list to access the additional students.

Push the "Select" button next to a student's name to access that student's survey. A survey must be submitted for each student listed. Under "Contact Results," there are options for reporting students that you are unable to reach.

The survey questions are fairly self-explanatory. As you enter the answer to a question, the survey may activate additional questions to answer. Please answer each question to the best of your ability until the bottom of the survey is reached. (You may need to scroll down on the page.) After you have completed the student's survey, click the "Submit" button at the bottom of the page.

Note: *"Submit" saves the answers to the survey, but it does not lock the survey for future access. The survey will still be available should an answer need to be changed or additional information needs to be added.*

Step-by-Step Reference

Login Screen

OPI Post-School Survey (PSS) [OPI Home](#)

Click [here](#) for more information.

Log In

User Name:

Password:

Log In

Log in using the district or school user name and password mailed by the OPI to district authorized representatives. Passwords are changed periodically, so if you encounter problems logging in, check with your superintendent to be sure the most current password is being used. If you still have problems, call the OPI Help Desk at 406-444-3448.

This is the Login Screen. Log in using the User Name and Password mailed to the authorized representatives by the OPI.

Logging in will take you to the "Welcome" screen (or "Home" tab). To access the list of students to be surveyed, click on the "Survey" tab. If you need additional help to maneuver through the application or you would like to print out a blank copy of the survey, click on the "Instructions" tab.

OPI Post-School Survey (PSS) [OPI Home](#)

Home Survey Instructions

Welcome to the Post School Survey Data Collection Website.

These data must be gathered between April and September of the year following the student's exit from high school. Instructions for conducting the survey and completing the data collection and a copy of the survey can be found under the "Instructions" tab. To begin entry of the survey data, please click on the "Survey" tab.

Upon logging in, this will be the screen that you see. To access the student survey, select the "Survey" tab.

Survey Tab

After clicking on the Survey tab, this is the screen that you will see.

OPI Post-School Survey (PSS) OPI Home

Home Survey Instructions

POST-SCHOOL SURVEY DATA COLLECTION FOR THE YEAR 2009

THESE DATA MUST BE GATHERED BETWEEN APRIL AND SEPTEMBER OF THE YEAR FOLLOWING THE STUDENT'S EXIT FROM HIGH SCHOOL.

If a district, please select a school using the drop-down box below to see a list of exited students for data entry. If a school, no need to make a selection as the list should appear if the number of exited students is greater than zero.

A survey for each student listed must be submitted. Use this list to begin your survey. Options for reporting students you are unable to reach are included under the "Other" category so if you have more than 10 students you can access the additional student survey page.

Once the survey is submitted, click the Print Survey button if you would like to print the student survey is submitted.

Select district:

Select school:

Survey Year: 2009

If you have logged in as a District User, you will need to select the school that you will be working with. (School Users will not need to take this step.) The screen will take a moment to refresh and then you will see your list of exited students.

Remember, a survey should be submitted for every student listed, whether the student was contacted or not. In order to submit a survey for each student, click on the Select button next to the student whose survey you would like to submit.

Your list of exited students will appear with the student's State ID, Initials, Birth date, and Gender, as follows:

Exited Students
Number of Exited Students = 11

StateID	Initials	Birthdate	Gender	Race	LEP	Same InitBirthSex	Submitted		
111111111	AAA	5/18/1989	F	White, Non-Hispanic	No	No	Yes	Select	Print Survey
222222222	BBB	6/14/1989	M	White, Non-Hispanic	Yes	No	Yes	Select	Print Survey
333333333	CCC	5/20/1990	M	White, Non-Hispanic	No	No	No	Select	Print Survey
444444444	DDD	10/22/1989	M	Asian	No	No	No	Select	Print Survey
555555555	EEE	3/3/1989	F	White, Non-Hispanic	No	No	No	Select	Print Survey
666666666	FFF	12/15/1989	F	White, Non-Hispanic	Yes	No	No	Select	Print Survey
777777777	GGG	1/1/1989	F	White, Non-Hispanic	Yes	No	No	Select	Print Survey
888888888	HHH	7/15/1989	M	White, Non-Hispanic	Yes	No	No	Select	Print Survey
999999999	III	10/15/1992	M	White, Non-Hispanic	Yes	No	No	Select	Print Survey
123456789	JJJ	12/25/1990	M	White, Non-Hispanic	Yes	No	No	Select	Print Survey

12

A "Yes" in this column will alert you that a survey has already been submitted for this student.

Identify which student's survey you would like to work and click on "Select."

If the school you are working on has more than ten students, you will see additional page numbers here.

Contact Results

First, fill in the results of your contact or attempts to contact the student or the family members. As seen below, there are several options, many of which will be used on very rare occasions. This is also where to report that a student has returned to secondary education or is deceased. **Note: For any response other than "Contact made and survey completed," the survey can now be submitted with no further questions needing to be answered.**

Number of Exited Students = 11

StateID	Initials	Birthdate	Gender	Race	LEP	Same InitBirthSex	Submitted		
77777777	GGG	1/1/1989	F	White, Non-Hispanic	Yes	No	No	Select	Print Survey

To submit, click the submit button at the bottom of this survey.

Contact Results
 "Contact Attempted/Not Successful" should be selected most frequently. After this selection has been made, other questions will be made available and must be answered. (Gray questions will turn black.)

Person Responding
 "Contact Attempted/Not Successful" should only be used after SEVERAL attempts to contact the student, the family members and/or relatives or others that may have knowledge of the student's post-school activities.

EMPLOYMENT SECTION

1. Right now are you working? ☐ Yes ☐ No

2. Where is the job?

* Competitive employment means work-
 (i) In the competitive labor market that is performed on a full-time or part-time basis in an integrated setting; and (ii) For which an individual is compensated at or above the minimum wage, but not less than the minimum wage by individuals who are not disabled.

3. Are you usually paid at least minimum hourly wage?
 Montana's current minimum wage is \$6.90 per hour. ☐ Yes ☐ No

4. Do you usually work 35 hours or more hours per week? ☐ Yes ☐ No

"Contact Not Attempted" should only be used on very rare occasions. This could be used in instances where the school or district has no contact information for the student or anyone else that might have knowledge of the student's post-school activities.

Person Responding

After you have responded with "Contact made and survey completed," please identify the person that responded to the survey. Then, you will need to answer a series of questions. Responses to some will activate others that need to be answered.

Post-School Survey (PSS) - frmPostSchoolSurvey.asp...

Person Responding
 Fill in this box with the person or relationship of the person that responded to the survey on behalf of the student. Remember this can be any person that has knowledge of the student's post-school activities.

EMPLOYMENT SECTION

1. Right now are you working? ☐ Yes ☐ No

Student's Employment

The first set of questions is to gather information about the Student's Employment since leaving high school. The questions are designed to gather information about the student's current employment or, if not currently working, any employment the student has had since leaving high school.

EMPLOYMENT SECTION

1. Right now are you working? ☐ Yes ☐ No

2. Where is the job?

* Competitive employment means work-

(i) In the competitive labor market that is performed on a full-time or part-time basis above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.

3. Are you usually paid at least minimum hourly wage? ☐ Yes ☐ No

Montana's current minimum wage is \$6.90 per hour except for businesses with gross annual sales of \$110,000 or less; and then the minimum wage is \$4.00 per hour.

4. Do you usually work 35 hours or more hours per week? ☐ Yes ☐ No

5. At any time since leaving high school, have you ever worked? ☐ Yes ☐ No

Question 1: Is the student currently working? Yes or No

YES will activate questions 2-4 inquiring about the student's current job.

NO will activate question 5 inquiring if the student has worked at any time since high school.

EMPLOYMENT SECTION

1. Right now are you working? ☒ Yes ☐ No

2. Where is the job?

* Competitive employment

(i) In the competitive labor market that is performed on a full-time or part-time basis above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.

in an integrated competitive employment setting *
in the home (includes working on the family farm or ranch)
in the military
in a jail or prison while incarcerated
in sheltered employment (where most workers have disabilities)
in supported employment (paid work in a community with support services)

3. Are you usually paid at least minimum hourly wage?

Montana's current minimum wage is \$6.90 per hour except for businesses with gross annual sales of \$110,000 or less; and then the minimum wage is \$4.00 per hour.

Question 2: Where is the job?

Choose the answer that is MOST applicable.
(See descriptions below.)

Employment Settings

There are several options for reporting the type of job the student has. The following is a list of the available employment settings and additional descriptions of each.

Employment Settings	Description
An integrated competitive employment setting	Any job that is part of the open labor market for both individuals with and without disabilities (i.e., individuals must apply and compete with others to be hired).
Home	Any type of self-employment, including working on a family farm, ranch or family owned business.
Military	Serving in any branch of the Armed Forces.
Jail or prison while incarcerated	Having a work assignment while confined in a jail or prison.
Sheltered employment	Vocational and non-vocational programs where most workers have disabilities, such as sheltered workshops, adult-activity centers, work-activity centers, and day-treatment centers.
Supported employment	Paid work within the open labor market that includes support services to help individuals with disabilities obtain and maintain employment.
No Answer	Student or Family Member refused to answer.

3. Are you usually paid at least minimum hourly wage? ☐ Yes ☐ No

Montana's current minimum wage is \$6.90 per hour except for businesses with gross annual sales of \$110,000 or less; and then the minimum wage is \$4.00 per hour.

4. Do you usually work 35 hours or more hours per week? ☐ Yes ☐ No

Question 4: Do you usually work 35 hours or more per week? Yes or No

Question 3: Are you usually paid at least minimum hourly wage? Yes or No
(The current minimum wage will be defined here.)

5. At any time since leaving high school, have you ever worked? ☒ Yes ☐ No

Questions 5-8: If the student is not currently employed, but has been employed at some time since leaving high school, you will need to complete questions 5-8 in the same manner as questions 1-4 would have been completed for current employment.

6. Describe the job-- (if more than one job, describe the one held the longest)

* Competitive employment means work-(i) In the competitive labor market that is performed on a full-time or part-time basis in an integrated setting; and(ii) For which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.

7. Were you usually paid at least minimum wage? ☐ Yes ☐ No

Montana's current minimum wage is \$6.90 per hour except for businesses with gross annual sales of \$110,000 or less; and then the minimum wage is \$4.00 per hour.

8. Did you usually work 35 or more hours per week? ☐ Yes ☐ No

Student's Postsecondary Schooling

The last section inquires about the Student's Postsecondary Schooling² – now or at any time since leaving high school.

POSTSECONDARY SCHOOL SECTION

9. Right now, are you enrolled in any type of school, training, or education program? ☒ Yes ☐ No

Question 9: Right now, are you enrolled in any type of school, training, or education program? Yes or No

YES will activate questions 10-11 inquiring about the schooling.

NO will activate question 12 inquiring if the student has been enrolled in any type of school, training or education program at any time since high school.

10. Describe the kind of school or training program

11. Are you enrolled full-time? ☐ Yes ☐ No

Full-time or part-time is based on how the specific school, training, or educational program defines it.

12. At any time since leaving high school, have you ever been enrolled in any type of school, training, or education program (if more than one, describe the program enrolled in the longest)?

High school completion document or certificate (e.g., Adult Basic Education, GED)
Short-term education or employment training program (e.g., WIA, Job Corps, etc.)
Vocational Technical School—less than a 2-year program
Community or Technical College (e.g., 2-year college)
College/University (e.g., 4-year college)
Enrolled in studies while incarcerated
Employer or Union-sponsored Apprenticeship
No Answer

Question 10: Describe the kind of school or training program.

Answer to the best of your ability, using the MOST APPLICABLE answer to describe the school or training program the student is enrolled in.

11. Are you enrolled full-time? ☐ Yes ☐ No

Full-time or part-time is based on how the specific school, training, or educational program defines it.

Question 11: Are you enrolled full-time? Yes or No

Full-time and part-time enrollment are defined by the school or training program that the student is attending. Use that institution's definition to answer this question.

Questions 12-14: If the student is not currently enrolled in a school, training or other educational program, but has been at some time since leaving high school, you will need to complete questions 12-14 in the same manner as questions 9-11 would have been completed for current enrollment.

12. At any time since leaving high school, have you ever been enrolled in any type of school, training, or education program (if more than one, describe the program enrolled in the longest)? ☒ Yes ☐ No

13. Describe the kind of school or training program

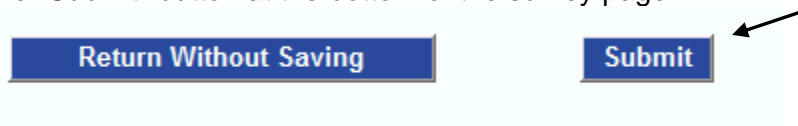
14. Were you enrolled full-time? ☐ Yes ☐ No

Full-time or part-time is based on how the specific school, training, or educational program defines it.

² Postsecondary school enrollment is defined as participation in a two- or four-year college program, vocational or technical education program or short-term education or employment training program (e.g., WIA, Job Corps, Beauty School, etc.) either full or part time. Full or part time is determined by the program in which the student is enrolled.

Submit the Survey

After all of the survey questions have been answered, the survey can be submitted by clicking the "Submit" button at the bottom of the survey page.

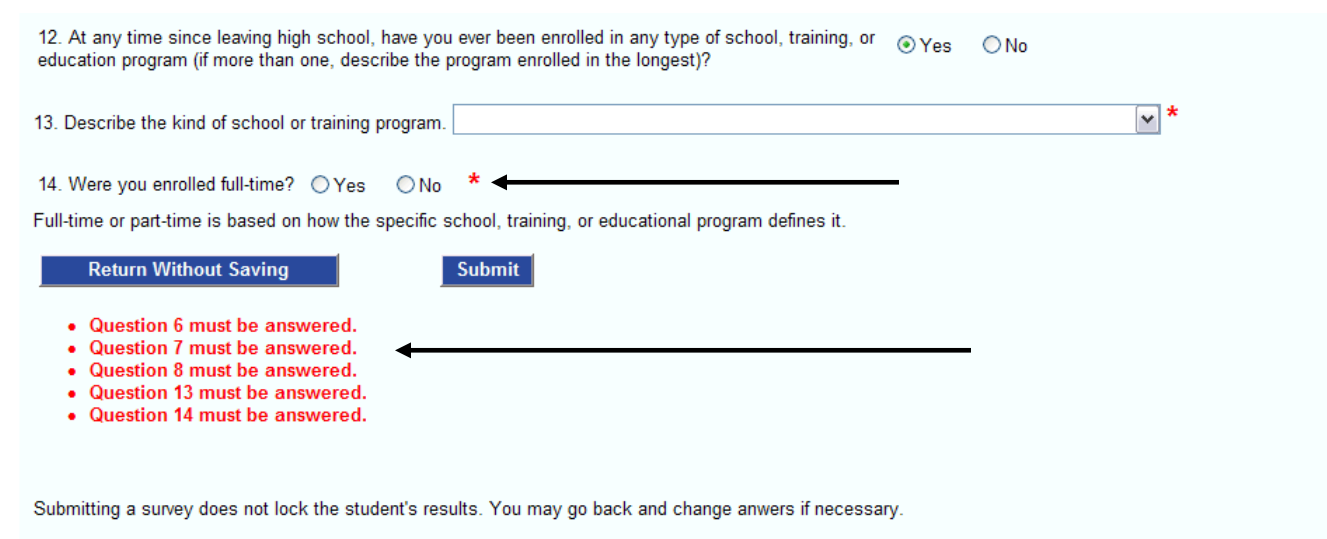


Return Without Saving Submit

Note: "Submit" saves the answers to the survey, but it does not lock the survey to prevent future access. The survey will still be available should an answer need to be changed or additional information needs to be added.

Validation Checks

If you try to submit the survey without answering some of the *required* questions, the survey will alert you by listing these questions in red and putting a red asterisk (*) beside the question as shown below.



12. At any time since leaving high school, have you ever been enrolled in any type of school, training, or education program (if more than one, describe the program enrolled in the longest)? ☒ Yes ☐ No

13. Describe the kind of school or training program. *

14. Were you enrolled full-time? ☐ Yes ☐ No *

Full-time or part-time is based on how the specific school, training, or educational program defines it.

Return Without Saving Submit

- Question 6 must be answered.
- Question 7 must be answered.
- Question 8 must be answered.
- Question 13 must be answered.
- Question 14 must be answered.

Submitting a survey does not lock the student's results. You may go back and change answers if necessary.

Once you have answered all required questions, the validation checks will disappear and you can submit the survey.

Print the Completed Survey

You can print a copy of the completed survey for the student after it has been submitted by clicking on the **Print Survey** button next to the student's name. The **Print Survey** button is disabled (grayed out) until after the survey has been submitted.

Frequently Asked Questions (FAQs)

What if a student cannot be reached to complete the survey?

The survey can be completed by people other than the student. Any person with knowledge of the student's post-school activities can complete the survey (i.e.. a family member, friend, or school personnel).

The survey also provides options if no one knowledgeable of the student's post-school activities can be reached to complete the survey.

- "Contact Attempted/Not Successful" – This should only be used after SEVERAL attempts have been made to contact the student, his/her family members and relatives or others that may have knowledge of the student's post school activities.
- "Contact Not Attempted" – This should only be used on very rare occasions, but could be used in instances where the school or district has no contact information for the student or anyone else that might have knowledge of the student's postschool activities.

Can I change information in a survey that I have already submitted?

Yes. Submitting a survey does not lock the survey. You may go back and change or add information if necessary. If you make changes, be sure to click on the **Submit** button to resubmit the survey in order to save the changes.

Can I print a student's survey?

Yes, but only after you have completed and submitted the student's survey. Then, you can return to the student list and the "Print Survey" button has been enabled. Clicking on this button will provide a copy of the student's survey in a PDF format with the option to save or open the file, allowing a district to save and/or print a copy.

How do I know if my school has completed a student's survey?

In the student list, there is a column labeled "Submitted." A "Yes" in this column indicates that a survey has been completed and submitted for that student. However, submitting a survey does not lock the survey. If necessary, you may go back and change or add information.

Who Do I Call For Help?

If you have questions about the survey, please contact:

Dick Trerise, PH: 406-444-1579 or e-mail: dttrerise@mt.gov

If you have questions about logins or passwords, please contact:

The OPI Help Desk, PH: 406-444-3448